

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**February 15, 2006**

**Committee Members in Attendance**

Jimmy Castro  
Donetta Goodall  
Jackie Hawkins  
Morris Hoover  
Bobby Jenkins  
Ana Martinez  
Carolyn Merritt  
Lori Moya  
Mary Ann Neely  
Leroy Nellis  
Jim Recek  
Steve Rogers  
Vince Torres  
Gerard Washington  
Peck Young

**Staff Members in Attendance**

Randy Baldwin  
Pat Rossett  
Curt Shaw  
Idella Wilson

**Others in Attendance**

Amanda Berens  
Jed Bui  
Bob Deases  
Chuck Deases  
Deb Ebersole  
Cloteal Haynes  
Will Ponder

**Agenda**

- I. Call to Order
- II. Consultant Reports
  - HUB Report
  - Safety Report
  - Communications Report
  - Sustainability
- III. Review of Draft EL-16 Report – 10(a)
  - Survey Status Report
- IV. Review of Draft CBOC Report to Board of Trustees
- V. Finalized CBOC Charge & Substantive Change Definition
- VI. CBOC Requests for Information
  - Televising of CBOC Meetings
  - Status of Purchase of Property for the Southwest Middle School
- VII. Agenda Items for Next Meeting

I. Call to Order

Donetta Goodall called the meeting to order and invited questions and modifications of the agenda from the other CBOC members.

## II. 2004 Bond Program Consultant Reports

### HUB Report: (Cloteal Haynes, HUB Consultant)

Cloteal Haynes, CMPI, gave the HUB update. As of December 31, 2005, approximately one-third of all contracts have been awarded to HUB firms. Hispanic firms have been awarded the most HUB contracts (13.34%), followed by non-minority female firms, which have been awarded 61 contracts (11.40%). African American firms and Asian/Native American firms both received fewer contracts (3.73% and 2.84%, respectively).

The numbers for contract awards to small/local firms are higher: Small firms were awarded 78.65% of the contracts and local firms were awarded 75.16%. These numbers are consistent with the numbers from the 2002 Health and Safety Bond Program.

A question was asked regarding how “small business” status is determined. Cloteal Haynes stated that CMPI follows the Small Business Administration’s (SBA) definition of “small business.” The SBA looks at the amount of annual revenue a business makes in determining if the business qualifies as a “small business” (less than \$20 million).

She commented that the construction contracts were not quite as encouraging as the contracts for professional services. She also noted that the District’s HUB numbers were comparable to those of the City of Austin and Travis County.

Committee members asked why contracts for certain HUB firms were so low, particularly for the African American firms. Cloteal Haynes responded that in 1997-98, there were 150 certified HUB firms in the area. In 2004, there are only 33. This affects the availability of firms that can respond to the opportunities presented by the Bond Program. She also stated that she believes the number of African American firms will increase in the next quarter because of the large projects that have been started. CPMI has specifically targeted African American firms in its efforts to notify HUB firms, but noted that there is a lot of work available in Austin and Travis County, while there is a small pool of certified firms.

One member cautioned against using the City of Austin’s efforts with HUB firms as a measuring stick because the Hispanic Chamber of Commerce has recently been very critical of the City’s efforts.

A question was raised regarding how a firm qualifies as a HUB firm. Cloteal Haynes responded that to qualify as a HUB firm, federal and state regulations strictly look at ownership for certification. For certification, a minority must own 51% or more of the business.

Another committee member asked if the numbers for small and local firms were unique or overlapped. The numbers were unique, although most local firms were also small firms.

When asked if AISD's strategies in notifying African American firms were aggressive, Cloteal Haynes said that their focus is on making sure HUB firms know about the opportunities presented and outlined the strategies CMPI has used:

- CMPI has a database of over 400 firms. All firms that match the scope of work outlined in the bid are notified of the bid opportunity. CMPI then calls the firms to verify notification was received and to encourage their participation.
- CMPI has contacted and met with each minority contractor association.
- CMPI has held networking sessions between prime contractors and the minority community.

When asked about the number of African American firms responding to bid opportunities, the consultant, Ms. Haynes, commented that CPMI does not have any information on the firms that actually submit bids. One member noted that the Survey Committee should study this issue and perhaps establish a focus group to address it.

Safety Report: (Bob and Chuck Deases, safety consultants)

Bob and Chuck Deases gave the safety activity summary update: The consultants reviewed the number of projects currently active and the number of verbal warnings, instructions, and recommendations given to contractors. Chuck Deases explained to the committee why both verbal and written warnings were important. Verbal warnings help establish a cooperative atmosphere with the contractors and workers. He reviewed the number of safety meetings attended and the number of safety inspections conducted. He noted that the inspections focused on three main areas:

- Compliance with OSHA (regulatory level);
- Safety beyond the OSHA requirements (potential hazards); and
- Worker Identification (all personnel must wear badges for identification).

A committee member asked about the number of projects versus the number of inspections. Chuck Deases explained that projects were assigned a level (1-4) and that the number of inspections per project, depended on the level of the project. A level three project is inspected three times a week. A level two project receives two inspections per week, and so on.

Two main factors are used in determining the level of a project:

- Potential for severe accidents; and
- Potential for frequent accidents.

A project's assigned level may be revisited and adjusted as the project progresses.

A point of concern was that the consultants had received only one injury report. Chuck Deases believed that for the period reported at least 25 reports should have been made. They are redoubling their efforts to educate contractors on reporting injuries. They want any injury, beyond those that only required first aid, to be reported. He noted that they would soon have more information when the OSHA reports are posted in February. He said that all contractors had been provided safety posters to display on site that reminded workers to report any injuries. In addition, they have given each principal a similar poster, asking for any injuries to be reported.

A committee member asked if they received reports on injuries to AISD workers. Bob Deases responded that AISD's risk manager receives those reports. Another committee member asked if there were 40 active projects in December, why had they only attended 12 safety meetings during that month. Chuck replied that competing commitments did not permit them to attend all the safety meetings held, but that they did audit the meetings and reviewed the meeting sign-in sheets and minutes.

Communications Report: (Jed Bui, communications consultant)

Jed Bui with Tate-Austin delivered the communications update. He reviewed the number of contacts in their database and the number of school contacts who have agreed to distribute information at the individual schools. He spoke of the hotline that has a 48-hour response time, the web site that has been established, and the one-on-one briefings that have been conducted with key community leaders.

Jed also talked about the roundtable meetings that have been held. When asked what was the strategy for the roundtable meetings, he responded that the purpose of the roundtables was to build relationships between the community and the people involved in the projects. It is important that members of the public know where to go if they have questions. It also helped Tate-Austin develop a database. One member suggested that a HUB Roundtable should be considered.

There was some discussion on the disappointing attendance at the roundtables, but there was consensus on the importance of continuing to provide the public with these opportunities.

Jed noted that the second *Foundations* piece had been published and distributed. Committee members stated that they had not received it and asked to be placed on the mailing list. It was also suggested that Tate-Austin place copies of the publications in the public libraries.

One member questioned why an update of Tate-Austin's work on the Superintendent's school repurposing had been included in this report and requested that it be deleted because it was not a part of the bond projects.

Sustainability Report: (Will Ponder, sustainability consultant)

Will Ponder gave the sustainability update. With him were Amanda Berens and Deb Ebersole. He reviewed the continuous activities-major projects and spoke on life-cycle costing. They are trying to develop a “standard” classroom model for daylighting strategies. They continue to look at the life-cycle costs of different chiller methods.

Will Ponder noted that, with the Phase 2 projects, they are in the favorable position of being ahead of the design teams. They continue to give due consideration to all “green” products.

A committee member asked about the use of single pane windows versus double-pane windows. Will Ponder responded that because of the weather in Austin (less differences between inside and outside temperatures), single-pane windows work just as well and are less expensive, and the payback time (energy savings) on double-pane windows is very long.

He noted that the District does not qualify for gas rebates because it does not pay the surcharge paid by most consumers. He stated that Amanda Berens is working with Austin Energy’s Green Building Program on the AISD-specific rating system.

Will Ponder stated that they had submitted a presentation abstract to the U.S. Green Building Council for presentation at the GreenBuild 2006 Conference to be held in Denver in November. This would be an excellent opportunity for the District to highlight its commitment to “building green.”

III. Review of Draft EL-16 Report – 10(a)

Curt Shaw told the committee that the Draft EL-16 Report-10a charged the CBOC with ensuring that the District does not exceed the 2004 Bond Program budget. He also informed them that on February 6<sup>th</sup>, the Board of Trustees had approved use of the surplus funds from 2002 Health & Safety Bond Program. On February 13<sup>th</sup>, the Board approved the use of surplus funds from the 1996 Bond Program for digital air conditioner controls at LBJ.

Curt Shaw and Randy Baldwin reported that they had met with Broaddus and Associates regarding their construction cost report. At the next CBOC meeting, Broaddus will give the committee a status report and they hope to have the final report ready by the first part of March.

Pat Rossett reported on the work of the survey committee. The annual maintenance and operations and service center survey had been sent out to all the schools and results were due on February 24<sup>th</sup>. Eight campuses had been identified for participation in the first Customer Satisfaction Survey for 2004

Bond Program construction projects. These surveys were in the process of being sent out and results were due February 24<sup>th</sup>. The survey committee will meet again on Monday, February 27<sup>th</sup>, at 5:30 p.m. at AISD.

IV. Review of Draft CBOC Report to Board of Trustees

Members reviewed a draft report and suggested certain changes and revisions. A revised report will be reviewed at the February 28<sup>th</sup> meeting. The final report will be presented to the Board of Trustees at their March 6<sup>th</sup> meeting.

V. Finalized CBOC Charge & Substantive Change Definition

Vince Torres read the changes the Board of Trustees made to the CBOC's charge. A discussion ensued regarding the removal of the CBOC's charge to hold public hearings. Many members felt this was an important part of the committee's charge, but given the remaining responsibilities, they had sufficient work to do.

VI. CBOC Requests for Information

- **Televising of CBOC Meetings:**  
Members received a copy of the District's policy regarding the televising of meeting from the Board of Trustees Governance Policies and Operating Procedures. It states that meetings other than the regularly scheduled Board meetings are televised at the Board's discretion. At this time, the Board has decided that only the Board meetings will be televised.
- **Status of Purchase of Property for the Southwest Middle School:**  
Members received a copy of the Board agenda item from the Board's November 28<sup>th</sup> meeting, where the Board approved the purchase of property for new Southwest Middle School. The closing date for the property was December 22, 2005.

VIII. Agenda Items for Next Meeting/Member Requests for Information

- Subcommittee Meetings
- Subcommittee Reports
- Interim Report from Broaddus and Associates
- Review of Final Draft of EL-16 Report and CBOC Report to Board of Trustees